

Unregister a Card Terminal

To unregister a card terminal after it's been paired with OTCnet, there are two options:

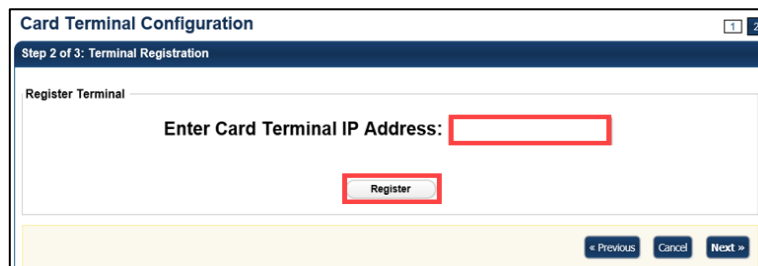
Option 1: Unregister from the *Registration Successful!* page.

Option 2: Unregister from the Review (*Step 3 of 3: Review Terminal Configuration*) page.

For Option 1, complete the following steps:

1. From the **Administration** tab, click **Manage Card Processing>Card Terminal Configuration>Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
2. Select an OTC Endpoint. Click **Add**. Select **Next**. The *Step 2 of 3: Terminal Configuration* page appears.
3. Enter the card terminal **IP Address** in to the **Enter Card Terminal IP Address** text box for the card terminal you wish to register, as shown in Figure 1. Click **Register**.

Figure 1: Card Terminal Registration, Enter IP Address



The screenshot shows a web interface titled "Card Terminal Configuration" with a sub-header "Step 2 of 3: Terminal Registration". Below this, there is a section labeled "Register Terminal". Inside this section, the text "Enter Card Terminal IP Address:" is followed by a text input field. A red rectangle highlights the input field. Below the input field, there is a "Register" button, also highlighted with a red rectangle. At the bottom right of the form, there are three buttons: "Previous", "Cancel", and "Next".

4. OTCnet searches for the pairing pin. Once the pairing pin appears in OTCnet, enter it in to the card terminal and press the **green button**. The green button indicates "OK" on the card terminal.



Application Tip

It may take 15-20 seconds to receive a pairing pin.

- The “*Registration Successful!*” message appears. Click **Unregister**, as shown in Figure 2. Click **Next**. The “*Terminal unregistered*” message appears.

Figure 2: Step 2 of 3: Terminal Registration



Additional Buttons

- Click **Test Connection** to test the pairing connection between the card terminal and OTCnet.
- Click **Unregister** to unregister the card terminal.
- Click **Cancel** to terminal registration. A "Registration cancelled" appears and the terminal registration stops.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

For Option 2, complete the following steps:

- From the **Administration** tab, click **Manage Card Processing>Terminal Configuration>Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
- Select an OTC Endpoint. Click **Add**.
- Click **Next**. The *Step 2 of 3: Terminal Configuration* page appears.
- Enter the **Card Terminal IP Address** for the card terminal you wish to register. Click **Register**. OTCnet searches for the pairing pin.
- Enter the pairing pin number, that appears in OTCnet, in to the card terminal. Press the **green button**. The green button indicates “OK” on the card terminal.



Application Tip

It may take 15-20 seconds to receive a pairing pin.

- The “*Registration Successful!*” message appears. Click **Next**.
- The Step 3 of 3: *Review the Terminal Configuration* page appears, as shown in Figure 3. Click **Unregister**.

Figure 3: Step 3 of 3: Review the Terminal Configuration

Card Terminal Configuration 1 2 3

Step 3 of 3: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration
Configured OTC Endpoints [Edit]

Chain Code	Merchant ID	ALC	OTC Endpoint	Description
0V3951	35000216	20180031	F53	Credit and Debit #2

Application Configuration [Unregister]

Card Terminal Serial Number	284741275
Host Name	BAH5CD9168LSB
IP Address	10.0.0.14

« Previous Cancel Submit

8. The “*Registration Successful!*” page appears. Click **Unregister**.
9. Click **Next**. The “*Terminal unregistered*” message appears.



Additional Buttons

- Click **Edit** to navigate to the *Step 1 of 3: Select OTC Endpoint* page to remove an OTC endpoint or add another available OTC endpoint.
- Click **Unregister** to unregister the card terminal.
- Click **Cancel** to stop terminal registration. A *Registration cancelled* message appears and the terminal registration ends.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.